

# **XVI. Miscellaneous Property Policies**

# *Miscellaneous Property Policies*

## **Controlled Materials**

The following Laboratory organizations have responsibility for the listed controlled materials:

- Design Engineering — explosives
- Environmental Management — silver recovery
- Health & Safety
  - drugs
  - ethanol
  - hypodermics
  - lead
- Isotope & Nuclear Chemistry — stable isotopes
- Nuclear Materials Technology — nuclear materials
- Facilities, Security & Safeguards — classified parts
- Property Management (PM) — precious metals

## **Property Reports**

PM is responsible for providing the DOE with the following reports at the frequency indicated:

- Excess Personal Property Furnished Non-Federal Recipients; list supplied by JCI Redistribution & Marketing (each November 15)

## *Miscellaneous Property Policies*

- Performance Report (annually)
- Physical inventories of capital, controlled, attractive, and stores property (on occurrence)
- Precious Metals reports as requested
- Utilization and Disposal of Personal Property Pursuant to Exchange/Sale Authority (each November 30)

Cross-References:

41 CFR 109-1.5148

DOE Property Management Regulations Bulletin No. A-9

In addition, PM must respond promptly to all DOE requests for information.

## **Records Retention**

All Lab organizations are required to retain property-related documents as per the "Records Retention Schedule" found in the Appendix.